

**FY 2013 FLEET MANAGEMENT PLAN AND BUDGET NARRATIVE
FOR
Social Security Administration**

(A) Introduction that describes the agency mission, organization, and overview of the role of the fleet in serving agency missions.

Briefly, what is the agency's primary/core mission, organizational and geographic structure, and how is the fleet configured to support it? What are the ancillary missions, such as administrative functions, and how are they supported? How are vehicles primarily used, and how do mission requirements translate into the need for particular vehicle quantities and types?

Our mission is to deliver Social Security services that meet the changing needs of the public. Few government agencies touch the lives of as many people as we do. The programs we administer provide a financial safety net for millions of Americans, and many people consider them the most successful large-scale Federal programs in our Nation's history. Social Security initially covered retired workers. Later program expansions added dependent and Survivor benefits, as well as Disability Insurance. We also administer the Supplemental Security Income (SSI) program, a Federal needs-based program financed through the general revenue funds. In fiscal year (FY) 2012, we paid over 61 million Social Security beneficiaries and SSI recipients a combined total of about \$810 billion.

We have about 65,000 employees and deliver services through a nationwide network of about 1,500 offices. We also have a presence in several United States embassies around the globe. Our field offices and card centers are the primary points of contact for in-person interaction with the public. Our teleservice centers primarily handle telephone calls to our national 800 number. Employees in our processing centers primarily handle Social Security retirement, survivors, and disability payments, but also perform a wide range of other functions, which include answering calls to our National 800 Number. We depend on State employees in 54 State and Territorial Disability Determination Services to make disability determinations. The administrative law judges in our hearing offices and administrative appeals judges in our Appeals Council make decisions on appeals of denied Social Security and SSI claims. Geographically, we are divided into 10 regional offices and a Headquarters.

Our fleet is comprised of 26 heavy-duty vehicles, 24 medium-duty vehicles, 136 light-duty vehicles (minivans, pickup, etc.), and 316 sedans for a total of 502 vehicles. We use these vehicles throughout the 10 regions and at Headquarters. Employees who conduct investigations or retirement, survivors, and disability interviews with the American public use passenger vehicles for official business. The large passenger vehicles operate as shuttles to carry employees to central locations for meetings and training. The agency utilizes trucks and trailers to transport mail, supplies, equipment, and furniture throughout the regions, Headquarters, and between offices in the Baltimore and Washington D.C. metropolitan areas.

(B) Criteria for justifying and assigning vehicles (including home-to-work vehicle assignments).

What are the factors and considerations used to determine assigning vehicles? Are vehicles assigned to individuals, offices, job classifications? How are home-to-work vehicles justified and what alternatives are considered before HTW approval?

We assign vehicles to regional offices and the Headquarters motor pool based on the frequency of official travel performed by full time personnel, if their position requires travel, how often they travel, and the location of their duty station. The employees use the vehicles for official business such as attending meetings and conducting investigative, retirement, survivors, disability, and supplemental income interviews with the public. We assign vehicles both to individuals and offices based on the type of work we are performing. Our Office of the Inspector General (OIG) assigns vehicles to individuals due to its unique requirements, while we typically assign vehicles to offices rather than individuals. To minimize the number of required vehicles, we:

- Encourage employees to seek mass or public transportation for official travel when it is more advantageous for the Government;
- Provide shuttle services for employees on official business requiring movement in and around the Baltimore and Washington D.C. metropolitan areas; and
- Provide a Headquarters motor pool for U-drive it vehicles or motor vehicle operator-driven vehicles for larger groups of employees.

We base the amount of medium and heavy-duty vehicles on the requirements for delivering equipment, supplies, and furniture to facilities in the Baltimore/Washington D.C. metropolitan areas and offices located throughout the 10 regions.

In accordance with the General Services Administration (GSA) Bulletin FMR B-35, we limited home-to-work authorizations to the Commissioner and the Deputy Commissioner as well as approved OIG special agents stationed in the regions.

(C) Explanation for reported fleet size and cost changes or not meeting agency VAM projections.

Provide an explanation for any measurable change in fleet size and/or cost or if you are not meeting your annual VAM projection targets. What are the plans to correct any deficiencies, and indicate factors that hinder correction (e.g., budgetary or other resource issues)?

We based the original Vehicle Allocation Methodology (VAM) projection of an optimal fleet size of 488 vehicles in FY 2015, off the vehicle user surveys gathered for FY 2011. This plan

highlighted our goal of reducing the agency's fleet from 499 vehicles to 494 in FY 2012, along with the goal of reducing the fleet by two vehicles annually from FY 2013 through FY 2015.

During the FY 2012 acquisition cycle, we did not mandate Headquarters level approval for vehicle acquisitions. This lack of centralized oversight led to our inventory increasing by three vehicles in FY 2012. For the FY 2013 acquisition cycle, all vehicle acquisitions require the agency fleet manager's approval. This procedural change allows us to manage the fleet size and allows the fleet manager to ensure we only use low greenhouse gas (GHG) or other approved fuel usage vehicles.

(D) Description of efforts to control fleet size and cost.

How and why have the fleet size, composition, and cost changed, and how are they planned to change in the future? Does the agency ever acquire vehicles from other than the most cost-effective source and, if so, explain why? Discuss any trends toward larger, less fuel-efficient vehicles and the justifications for such moves. Finally, discuss the basis used for your reported future cost projections (published inflation estimates, historical trends, flat across-the-board percentage increases, etc.)

We experienced a significant reduction in our fleet composition in FY 2011 reducing from 535 to 499 vehicles after several years of maintaining a steady fleet size. In FY 2012, our vehicle requisition process was de-centralized within the offices that had physical control of the vehicles and we experienced an increase in our fleet to 502 vehicles instead of the expected decline to 494 vehicles. For FY 2013, we have centralized the vehicle requisition process through the agency fleet manager assigned to the transportation office at Headquarters. This process change allows the fleet manager to control the number and type of vehicles we bring into the agency fleet. It will also assist in reducing our fleet to the optimal size of 488 vehicles.

In regards to our reported future cost projections, we reduced the number of vehicles based on section G. For FY 2013, we projected a 7% fuel cost increase due to the severe Corn Belt drought. However, our FY 2013 actual costs were 9% lower than our estimates (\$283,564) due to identifying and turning in underutilized vehicles, and lower than expected fuel costs. For FY 2014 and FY 2015 we increased the operating cost projections across the board by 5%. We also used GSA Fleet notices, published inflation estimates, and FAST historical trends to formulate our budget estimates.

(E) Explanation of how law enforcement vehicles are categorized within the agency (See FMR Bulletin B-33).

Do you use the law enforcement (LE) vehicle classification system described in GSA Bulletin FMR B-33, and only exempt Level 1 LE vehicles from Energy Policy Act and VAM reporting? If not, explain how LE vehicles are categorized and which are exempted from Energy Policy Act and VAM requirements.

We have approximately seven Cooperative Disability Investigation (CDI) vehicles. However we have elected not to exempt any vehicles from the Energy Policy Act of 2005 or VAM reporting.

(F) Justification for restricted vehicles.

If your agency uses larger than class III (midsize) vehicles, is the justification for each one documented? Are executive fleet vehicles posted on your agency's website as required by the Presidential Memorandum of May 2011? If your agency reports limousines in its inventory, do they comply with the definition in GSA Bulletin FMR B-29? For armored vehicles, do you use the ballistic resistance classification system of National Institute of Justice (NIJ) Standard 0108.01, and restrict armor to the defined types? Are armored vehicles authorized by appropriation?

In accordance with the implementation guidance for the Energy Independence and Security Act of 2007, Section 141, we have an approved agency exception letter on file and maintain exception data for all vehicles within our fleet that are larger than a class III (midsize) vehicle. We posted the executive fleet on the agency's website as required by the Presidential Memorandum of May 2011. SSA has no limousines or armored vehicles.

(G) Description of vehicle replacement strategy and results.

(1) The schedule the agency will follow to achieve its optimal fleet inventory, including plans for acquiring all Alternative Fueled Vehicles (AFVs) by December 31, 2015.

We used surveys, questionnaires, and Fleet Drive-Thru data to determine our optimal fleet inventory of 488 vehicles. We determined the following schedule for reducing our fleet from its current 492 vehicles to the optimal number of 488. The plan reduces our fleet by six vehicles in FY 2013 and four vehicles each year from FY 2014 through FY 2015. Other determining factors in setting our optimal fleet size were the guidelines established by GSA Bulletin FMR B-33 and the GSA vehicle replacement cycle, which considers vehicle age, mileage, and condition. We are reviewing our low monthly mileage vehicles to determine the need to retain these vehicles in our inventory. Centralizing our acquisition process allows our transportation office to manage the ordering of all AFV's for the agency by December 31, 2015. One of the key factors we use in identifying replacement vehicle fuel types is the availability of alternative fuel filling stations within 5 miles or 15 minutes of the vehicle's garaged location.

(2) Agency plans and schedules for locating AFVs in proximity to AFV fueling stations. What is the agency's approach in areas where alternative fuels are not available? Are AFVs that are not dependent on infrastructure, such as electric vehicles and qualifying low greenhouse gas (LGHG) vehicles, being placed in such areas?

We will place AFV's in areas where AFV fueling stations are within the established 5 mile, 15 minute guidelines. We will place electric vehicles or qualified low GHG vehicles in areas where the infrastructure does not support AFV fueling stations.

(3.) Vehicle sourcing decision(s) for purchasing/owning vehicles compared with leasing vehicles through GSA Fleet or commercially. When comparing cost of owned vehicles to leased vehicles, compare all direct and indirect costs projected for the lifecycle of owned vehicles to the total lease costs over an identical lifecycle. Include a rationale for acquiring vehicles from other than the most cost effective source.

We currently maintain four vehicles not leased through GSA, one commercially-leased vehicle and three agency-owned vehicles. The agency-owned vehicles are special purpose vehicles not available through GSA leasing. The one commercially-leased vehicle comprises our executive fleet.

(H) Description of the agency-wide Vehicle Management Information System (See FMR Bulletin B-15).

If the agency has a Vehicle Management Information System (MIS), is it fleet-dedicated (not a generic property system), comprehensive (capturing all transactions and costs), integrated with other agency systems and with external compliance reporting systems? If the agency does not have such a system, what is being used to capture vehicle information, or is there no MIS at all? If there is no MIS, what obstacles have prevented implementation?

We utilize GSA's "Fleet Drive-Thru" Management Information System as our primary fleet management tool. We utilize this system's "reports carryout" tool to produce an excel listing of our GSA-leased vehicles. We enter the data for our three agency-owned and one commercially-leased vehicles to provide us a comprehensive listing of all 492 assigned vehicles.

(I) Plans to increase the use of vehicle sharing.

Describe efforts to share vehicles internally or with other Federal activities. Describe pooling, car sharing, and shuttle bus consolidation initiatives. Describe efforts to reduce vehicles assigned to a single person.

We provide shuttle services for employees between facilities located in and around the Baltimore area to attend official meetings and training events. We provide shuttle services to and from local Baltimore hotels for agency employees from our regional and field offices that are at Headquarters for official business. This shuttle service negates the need for individual rental vehicles or usage of Headquarters motor pool vehicles. In addition, we collaborate with the Centers for Medicare and Medicaid Services to provide a ride sharing shuttle service between our Baltimore and Washington D.C. metropolitan area offices.

(J) Impediments to optimal fleet management.

What obstacles does the agency face in optimizing its fleet? In what ways is it hard to make the fleet what it should be, operating at maximum efficiency? If additional resources are needed, have they been documented and requested? If you feel hampered by specific laws, Executive Orders, GSA or internal agency regulations, budget issues, organizational obstacles, what exactly are they and how do they constrain you? Be specific and include examples. If you have a solution, describe it.

We do not foresee any obstacles in obtaining our optimal fleet size. We believe centralizing our vehicle acquisitions in the Headquarters transportation office will provide us greater control over our fleet composition.

(K) Anomalies and possible errors.

Explain any real or apparent problems with agency data reported through the Federal Automotive Statistical Tool (FAST). Discuss any data fields highlighted by FAST as possible errors that you chose to override rather than correct. Examples would be extremely high annual operating costs or an abnormal change in inventory that FAST considers outside the normal range, or erroneous data in prior years causing an apparent discrepancy in the current year. Any flagged, highlighted, or unusual-appearing data should be explained.

We have not experienced any anomalies or errors.

(L) Summary and contact information.

Who should be contacted with questions about the agency fleet? Provide the name and contact information for the agency headquarters fleet manager and the budget office reviewing official. Indicate if a budget officer did not participate in the process.

Direct fleet questions to:

Jerome Walker,
Transportation Officer
410-965-4082

Direct budget questions to:

Steven Whalen
Budget Analyst
410-966-3390